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Flying Operations

FLIGHT OPERATIONS



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This instruction implements AFRPD 11-2, *Flying-Hour Program*. It outlines responsibilities and procedures for planning and executing Air Force Reserve (AFRC) flying operations. It provides guidance to all AFRC units and expands the wing commander's authority to conduct AFRC flying operations. This instruction applies to all Air Force Reserve Command (AFRC) Unit Equipped (UE) and Associate flying units. Exceptions to this instruction are annotated.

This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. The authorities to collect and maintain the records prescribed in this instruction are 10 U.S.C. 672(d) and E.O. 9397, 22 November 1943. Each form required by this regulation and affected by the Privacy Act contains a Privacy Act Statement.

SUMMARY OF REVISIONS

This revision is the initial publication of AFRCI 11-201, substantially revising AFRCR 55-1.

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Chapter 1

COMMANDER'S RESPONSIBILITIES

1.1. Commanders:

1.1.1. Comply with:

1.1.1.1. DoD 4515.13-R, *Air Transportation Eligibility*.

1.1.1.2. AFI 11-401, *Flight Management*.

1.1.1.3. AFI 11-209, *Air Force Participation in Aerial Events*.

1.1.1.4. Foreign Clearance Guide.

1.1.1.5. AFI 35-103, *Air Force Reserve Public Affairs Program*.

1.1.1.6. AMC Memorandum of Agreement (MOA).

1.1.1.7. ACC/USAFE/PACAF Memorandum of Understanding (MOU).

1.1.1.8. AFRCI 45-15, *Annual Tours, Deployments, and Exercises* (AFRCI 10-201, *Air Force Reserve Exercises and Deployment Program*).

1.1.1.9. AMC OPORD 17-76, *Joint Airborne/Air Transportability Training* (JA/ATT).

1.1.1.10. AFI 11-206, *General Flight Rules*.

1.1.1.11. AFI 31-101, Volume I, *The Physical Security Program*.

1.1.2. Efficiently use flying time, man-days, per diem, and other resources to accomplish the required training.

1.1.3. Establish a flying program to accomplish all required training.

1.1.4. Implement procedures to track compliance, and upchannel reporting of the above items.

1.1.5. Properly execute the annual flying hour program. Policy guidance is written in the policy directive for management of the AFRC flying-hour program. Directive is updated annually or as required.

Chapter 2

AFRC SUPPORTED MISSIONS

2.1. Contingency Operations. Contingencies are operations with limited objectives as determined by the Joint Chiefs of Staff (JCS). Contingency operations can involve a wide spectrum of activity including humanitarian relief, anti-insurgency operations, position/depositioning troops in a hostile environment, support of United Nations (UN) peacekeeping forces, Non-combatant Evacuation Operations (NEO) and other military actions short of mobilization. When a contingency has been announced by JCS and the gaining Major Commands (GMAJCOM) need AFRC support, requests for aircraft and crews is made in writing directly to HQ AFRC/DOOM. HQ AFRC determines the most expeditious and effective manner in which to access Reserve assets, either by direct contact or through the numbered Air Forces (NAF). Air Force Reserve OMNIBUS Operations Order (OPORD) 95-1 (15 Mar 95) for Reserve participation in real world operations defines and delineates the duties and responsibilities of various elements of the Air Force Reserve. Unit Directorate of Plans (XP) maintains copies of this OPORD. (See attachment 1)

2.2. Airlift:

2.2.1. Airlift Requests. Major commands, field operating agencies, and other Federal agencies must request airlift through their formal airlift request channels. Units receiving requests for airlift from other than HQ AFRC agencies must advise requesters to submit all such requests through their formal command channels.

2.2.1.1. Organic Airlift. AFRC cargo and personnel are not airlifted without approval by the Deployment Review Board (DRB) and assignment of a mission request number by HQ AFRC/DOOM. (See attachment 2)

2.2.1.2. Conference Airlift. Conference airlift requests are submitted to AFRC/DO not later than (NLT) 30 days prior to the Deployment Review Board (DRB) for desired airlift in order to be assigned at the Quarterly Allocations Conference. Requests compete as priority "C" missions. Missions that qualify in this category include: Senior Leaders Conference, Functional Area ("2" digits) Conferences, Worldwide Air Mobility/DO Conferences, and all other conferences as determined by AFRC/CV.

2.2.1.3. Association Airlift. Associations that qualify according to Public Law 101-189, Section 229, Paragraph 2548, may be provided airlift on AFRC aircraft if authorized by the Secretary of the Air Force. Authorized mission requests are forwarded to AFRC/DO for approval and submission to the Quarterly Allocations Conference.

2.2.1.4. On Air Mobility Command (AMC) assigned missions, inability to comply with Tanker Airlift Control Center (TACC) request require the aircraft commander to coordinate with the unit through the AFRC Command Center. Unit back-briefs NAF/DO.

2.2.1.5. AMC Host Support. AMC-gained units planning to transit locations where AMC is either host or tenant request support from the AMC unit in sufficient time to permit special arrangements for servicing.

2.2.1.6. Opportune Airlift. All requests must be submitted directly to HQ AFRC/DOOM for approval. Requests reviewed are approved based on unit training requirements and Department of Defense (DoD) Regulation 4515.13R. Cargo must conform to criteria specified by this instruc-

tion. Flying units will not commit to supporting opportune airlift missions without an AFRC opportune number. (See attachment 3)

2.2.1.7. Humanitarian Airlift. According to Denton Transportation Authority (10 U.S.C. Section 402) privately donated humanitarian cargo may be airlifted to foreign countries on a space available basis. The Denton program is jointly administered by the Agency for International Development, Department of State and DoD. An approved list of Denton cargo is transmitted to HQ AFRC/DOOM and further disseminated to AFRC flying units. Units coordinate with HQ AFRC/DOOM for approval to support these missions.

2.2.1.8. Operational Support Airlift (OSA). All OSA assets are approved through the Joint Airlift Logistics Information System (JALIS). JALIS is the standardized Secretary of Defense (SECDEF) directed and United States Transportation Command (USTRANSCOM) approved migration system to provide centralized approval for all joint services assets. All AFRC requests must be submitted on AFRC Form 69 to HQ AFRC/DOOM for validation. Requests will then be transmitted through HQ AFRC/DOOM to USTRANSCOM for final approval.

2.3. Joint Airborne Operations:

2.3.1. Joint Airborne/Air Transportability Training (JA/ATT). HQ AFRC/DOOM coordinates these missions with HQ AMC TACC/XOOMJ. All joint training is tracked monthly by AMC OPROD 17-76, *Joint Airborne/Air Transportability (JA/ATT)*, Annex C, which is published by the 15th day of the month preceding the operational month. AFRC units will not conduct tactical operations, including airdrop and airland, with Army, Navy, Marines, or active duty Air Force personnel and equipment unless operating with a JA/ATT sequence number issue according to AMC OPROD 17-76.

2.3.2. JA/ATT Workshop. All authorized JA/ATT participants coordinate and compete for available airlift at the monthly JA/ATT workshop. All Reserve units are encouraged to send a representative to the workshop to secure suitable joint training missions for their aircrews (See attachment 4).

2.3.2.1. HQ AFRC/DOOM assists units in coordinating mission development and validation. Missions accepted by Reserve units at the workshop are validated by a user service representative, HQ AMC TACC/XOOMJ and HQ AFRC/DOOM.

2.3.2.2. AMC, Tanker Airlift Control Element (TALCE), and Combat Control Team (CCT) support is approved and tasked at the workshop. AFRC TALCEs may be requested to provide support for JA/ATT missions. In addition, Drop Zone Safety Officer (DZSO), Landing Zone Safety Officer (LZSO), and Joint Inspection (JI) requirements are assigned/tasked at the workshop.

2.3.2.3. HQ AMC TACC publishes JA/ATT missions validated at the workshop in Annex C to AMC OPROD 17-76.

2.3.3. Add-on JA/ATT Missions. JA/ATT missions that are not validated in time for publication in Annex C, may become JA/ATT add-on missions.

2.3.3.1. The user's service representative, HQ AMC TACC/XOOMJ, and HQ AFRC/DOOM must validate add-on missions. AMC OPROD 17-76 outlines the procedures used to validate add-on JA/ATTs.

2.3.3.2. Keep add-ons to the minimum. Units are highly encouraged to use the workshop as a source for future planning and coordination as well as the center for validation.

2.3.4. JA/ATT Operations. The information that generated Annex C is extracted from the FORSCOM Form 612R, Request for JA/ATT Airlift. Flying units obtain a copy of the completed form for their mission from the user. This form has details of the missions as well as agreed upon arrangements and mission responsibilities. The Annex, however, is the official contract between the user and the flying unit.

2.3.4.1. Flying units coordinate with the appropriate TALCE at least two weeks before the mission date to confirm applicable activities.

2.3.4.2. Designate a mission commander (as required) in multiship formation JA/ATT missions. The mission commander must be a lead qualified rated officer, acts as the AFRC representative for the mission, and ensures that all mission objectives are satisfied. Safety, weather considerations, and "drop" or "no drop" decisions are the mission commander's primary responsibilities.

2.3.4.3. Units provide their crews/mission commanders with a copy of Annex C, and, if available, a copy of the FORSCOM Form 612R. Precoordinate any major deviations from the contract between the user and the flying unit with HQ AMC TACC, AFRC/DOOM, and the service representative. Avoid deviations from the tasking printed in Annex C.

2.3.4.4. Enroute maintenance at off-line locations is the responsibility of the flying unit. If services are not available at the operation location, deploy sufficient parts in the form of a mission support kit. A crew chief accompanies all off station JA/ATT missions. Make every effort to complete the mission if maintenance problems are encountered. However, excessive delays and major rescheduling of the mission may prove to be inappropriate. If desired, use the JA/ATT process and reschedule the mission for a later date.

2.3.4.5. Commanders are responsible for assessing security requirements for missions conducted away from home station. AFI 31-101, Volume I, *The Physical Security Program*, delineates specific requirements.

2.3.5. Unilateral Airborne Training. Training conducted using only AFRC owned resources such as heavy equipment (HE), containerized delivery system (CDS), and bundles, and those not normally scheduled in AMC OPORD 17-76, Appendix C. HQ AFRC/DOOM is the approving authority for subordinate units within this command for unilateral airborne training operations. AFRC units requiring CCT support for unilateral training submit requirements to HQ AFRC/DOOM and assist in coordination with HQ AMC TACC for CCT support.

2.4. Search and Rescue (SAR):

2.4.1. Refer all requests for rescue assistance to Air Force Rescue Coordination Center (AFRCC) (DSN 574-8112, Commercial 1-800-851-3051). AFRCC coordinates with the HQ AFRC Command Center and the unit concerned. Units conform to the policies and procedures prescribed in JP3-50, *National Search and Rescue Manual*, when performing SAR missions. An AFRC base/unit commander determines the specific role of their own command in any SAR mission. Coordinate requests for preplanned SAR activities for Air Combat Command (ACC) gained units through HQ AFRC/DOOM, 10 AF/DOO, and 939 OG/CC.

2.4.2. Control of AFRC Resources during SAR Missions. Participation in actual SAR missions must be coordinated through AFRCC and the AFRC Command Center.

2.4.2.1. AFRC resources (including non-rescue ACC-gained assets) committed to SAR missions remain under the operational control of AFRC while enroute to and from the search area.

2.4.2.2. During participation in the actual SAR mission, the on-scene commander (OSC), as designated by the SAR mission coordinator (SMC), exercises operational control of AFRC resources.

2.4.2.3. If circumstances are such that a specific SAR area coordinator does not assume control of a SAR mission and designates an OSC, AFRC resources remain under the operational control of AFRC. The senior AFRC representative on scene assumes on-scene command responsibility for AFRC assets. **EXCEPTION:** In an emergency of life-or-death situation, render immediate assistance as required. Relay pertinent details to the AFRCC and the AFRC Command Center as soon as possible.

2.4.3. AFRCC assumes operational control of participating aircrews for ACC-gained units on SAR missions coordinated through the AFRCC. HQ AFRC, in coordination with the using agency and the unit concerned, retains command authority.

2.4.4. Aircraft commanders inform the controlling agencies whenever the capability of the aircraft is not adequate to conduct safe operations over the assigned search area.

2.5. Law Enforcement/Counterdrug Support. Requests for AFRC support to non-Department of Defense (DOD) agencies must be according to AFI 10-801, *Assistance to Civilian Law Enforcement Agencies*. Proper reporting and approval are essential to ensure compliance with federal law. Counterdrug (CD) support missions must be approved by the appropriate theater Commander in Chief and must be coordinated with HQ AFRC/DOU. Pop-up CD missions must be staffed through HQ AFRC/DOU. The aircraft commander (AC), in coordination with OG/CC, accepts the mission. The AFRC Command Center coordinates with HQ AFRC/DOOM a new mission identifier (MI) for those sorties flown in support of law enforcement agencies. Counterdrug support missions that depart the continental United States (CONUS) will have TALCE support. HQ AFRC/DOU notifies TALCE functional managers when a request for CD support airlift is received. The functional manager coordinates for necessary personnel, equipment, and funding.

2.6. AFRC Support to Civil Authorities:

2.6.1. HQ AFRC coordinates overall Air Force Reserve participation in civil emergency and natural disaster relief operations.

2.6.2. HQ AFRC/DO approves employment of AFRC aircraft for emergency and relief operations and the AFRC Command Center controls such missions.

2.6.3. Notify the AFRC Command Center of all aircraft missions flown in support of civil authorities and provide mission designators when required for Tempest Rapid reports.

2.7. Air Shows:

2.7.1. The Secretary of Defense (SECDEF) office publishes, by message, an approved list of air shows that may be attended by DOD aircraft. This list is transmitted to all AFRC units and HQ AFRC/DOOM.

2.7.2. AFRC flying units coordinate with HQ AFRC/DOOM to participate in selected air shows. If approved, HQ AFRC/DOOM assigns the unit an event number. (See attachment 5)

2.7.3. All aerial demonstrations, flyovers, and displays comply with AFI 11-209.

2.7.4. Airdrop of personnel at these events requires JA/ATT approval and a sequence number in addition to an AFRC Open House events number.

2.7.5. AFRC fighter aircraft will not do aerial demonstrations.

2.8. Exercises:

2.8.1. Units scheduled to participate in exercises follow procedures in AFRCR 45-15 (AFRCI 10-201).

2.8.2. HQ AFRC sponsored exercise activity is regulated by Air Force Reserve OMNIBUS OPORD 95-2, 1 Jun 95. This OPORD delineates the duties and responsibilities of all parties when AFRC conducts exercises for training.

2.9. AMC Missions:

2.9.1. TACC forwards all requests for AFRC support of AMC missions to HQ AFRC/DOOM. In turn, HQ AFRC/DOOM brokers missions to AFRC units.

2.9.2. Confirmation of mission acceptance, along with mission details, is transmitted by electronic means as a back up hard copy by HQ AFRC/DOOM. HQ AFRC/DOOM maintains permanent records of all AMC requests.

Chapter 3

PLANNING AND PROCEDURES

3.1. Introduction. Plan flying operations to maximize training through optimum utilization of resources. Planners ensure compliance with applicable USAF, AFRC, and gaining command directives. Consider maintenance support capabilities and security requirements when planning operations. Units should review the following AFRC Mission Priority List when determining their flying training schedule:

3.1.1. Aircrew Training:

3.1.1.1. Tactical continuation training and combat aircrew training (CAT).

3.1.1.2. Priority continuation training.

3.1.1.3. Upgrade Training.

3.1.2. Unit Support/Annual Training:

3.1.2.1. Aircrew/aircraft recovery.

3.1.2.2. Routine maintenance support.

3.1.2.3. AFRC DRB approved deployments.

3.1.3. Other mission training and conference airlift:

3.1.3.1. HQ AFRC support.

3.1.3.2. NAF support.

3.1.3.3. Flyovers and aerial displays.

3.2. Itinerary Approval. Off-station mission itineraries are established by the OG/CC and approved by HQ AFRC/DO. Coordinate changes in itinerary with HQ AFRC/DOOM. (see chapter 4)

3.3. Training Bases and Airfield Usage. AFRC units use active military and/or AFRC airfields to the maximum extent possible. Operation into civilian airfields with high density air traffic, highly populated areas, or lack of military maintenance assistance is undesirable. Units may designate a maximum of four airfields as local training bases. NAF/DO is authorized to increase this number to accommodate special requirements or circumstances.

3.3.1. Aircraft on AFRC training missions will not remain overnight (RON) at civilian, foreign or Air National Guard bases without AFRC/CV or AFRC/DO approval.

3.3.2. Approval for the use of nonmilitary aerodromes is based on survey results and a letter of agreement between using organizations and the airfield manager. As a minimum, the letter of agreement must provide operational control tower and adequate crash/fire rescue service according to applicable directives (AFI 32-2001, *The Fire Protection Operations and Fire Prevention Program*, AMCR 55-3, *Crash Fire Rescue*, etc). Copies of the letters are forwarded to the NAF/DO, HQ AFRC/DOOM, and HQ AFRC/DOT. As a minimum, units revalidate letter of agreement every three years.

3.3.3. Use of "PVT" (Private) or "NO CLASSIFICATION" airfields require written permission and support documentation from the airport manager. Units secure aerodrome description, load bearing

capacity, fuels, and security information with the airport manager's written permission prior to requesting approval from NAF/DO. This action is coordinated with HQ AFRC/DOT.

3.3.3.1. Airfield manager approval is required prior to flight when the aircraft weight exceeds the published weight-bearing capacity of an aerodrome but meets Air Force safety requirements for limited operations. For airfields requiring AFRC approval, requests contain a statement that confirms the airfield manager's approval.

3.3.3.2. Requests must consider aircraft servicing requirements when landing at nonmilitary fields.

3.3.4. Higher headquarters may approve or direct aircraft to RON at nonmilitary aerodromes if deemed mission essential. If such a stay is required, the aircraft commander requests parking in the most secure area available. Secure the aircraft with a locking device on entrances, as applicable, and anchor at tie down points (if the aerodrome has tie down facilities). The unit commander/aircraft commander:

3.3.4.1. Ensures adequate physical security of the aircraft.

3.3.4.2. Provides a contact location/number to airport officials and HQ AFRC Command Center for emergency notification.

3.4. Planning and Procedures for AFRC Missions:

3.4.1. Missions Outside the Contiguous US. The AFRC/DO is the approving authority for AFRC training missions which are planned to land outside the contiguous US. The OG/CC must coordinate with AFRC/DOOM through the respective NAF to operate a flight outside the contiguous US at least seven days before scheduled departure date from home station. (Missions into Hickam AFB, Hawaii, however, require a 20-day prior notification.) Coordination instructions for these flight requests are as follows:

3.4.1.1. Operating unit's current operations (as applicable):

3.4.1.1.1. Coordinates itinerary with the user/agency supported, if any.

3.4.1.1.2. Submits, in turn, AFRC Form 33, **Aircraft Movement and Reporting** to OG/CC and HQ AFRC/DOOM

3.4.1.1.3. Monitors threat-related information and provide adequate security.

3.4.1.2. Missions are entered into Global Decision Support System (GDSS) to standard addressees no later than 7 days prior to mission. For AMC gained, and C-130 aircraft, addressees on the GDSS messages include, but are not limited to, HQ AMC TACC, Scott AFB IL; HQ AFRC/DOC/DOOM, parent NAF/DO; AMC command and control agencies for AMC bases being transited, and base operations at non-AMC bases being transited. For AFSOC units, include AFSOC/DOC. For fighter units, include parent NAF/DO. Late requests must be coordinated with HQ AFRC/DOOM by phone.

3.4.1.3. Flights depart from and return to the contiguous US from authorized foreign clearance bases when possible. Request exceptions according to the USAF Foreign Clearance Guide (FCG). The unit commander ensures all USAF FCG parameters are met to include: a review of security conditions, threat related intelligence, operating restrictions, and airfield restrictions. Par-

ticular attention is made to the directives in the FCG General Information Booklet and the proper screening of cargo and passengers.

3.4.1.4. When circumstances delay the return to home station by more than mission end time (MET) + 24 = scheduled return time (SRT), the unit commander is authorized to allow aircrews to leave their aircraft and return to home station. Under these circumstances, each aircraft commander arranges for security, repair, and recovery of aircraft before returning to home station. Aircraft commanders inform the AFRC Command Center of their intentions prior to the release of any aircrew members. The AFRC Command Center relays information to the NAF and aircraft home station.

3.4.1.5. AMC gained units plan training flights outside the contiguous US over AMC channel routes whenever possible. AFRC considers exceptions on an individual basis. Unit/CC and aircraft commanders coordinate with each aerial port transited to maximize the airlift capability of every mission. Only with AFRC/DO approval will aircraft fly a route segment empty.

3.4.2. Ground Times. Missions will not exceed 24 hours on the ground without AFRC/DO approval.

3.5. Unit Responsibilities. Wing commanders and OG/CC of AFRC flying operations:

3.5.1. Comply with all notification requirements of each country according to the USAF FCG. AFRC/DOOX reviews all notifications to ensure compliance. AFRC Command Center acts as an alternate contact point for missions requiring theater clearance.

3.5.2. Make necessary provisions for recovery of grounded aircraft and return of affected aircrew members. Coordinate with AFRC Command Center.

3.6. Aircraft Security:

3.6.1. Introduction. The aircraft commander has the ultimate responsibility for the security of his aircraft. AFRC aircrews should be familiar with, and follow the provisions of, AFI 31-101, Volume I, and associated supplements. AFI 31-101, *Physical Security*, and AMCR 55-37, *Air Operations Security*, also provide important guidance on aircraft security.

3.6.2. Security Planning. Security conditions must always be considered when transiting civilian or foreign airfields. A thorough intelligence assessment of mission requirements is provided by unit intelligence.

3.6.2.1. Security Standard. This standard is determined by assessing:

3.6.2.1.1. The threat.

3.6.2.1.2. Detection capability.

3.6.2.1.3. Entry control.

3.6.2.1.4. Other security forces available.

3.6.2.1.5. Armed response capability.

3.6.2.2. If conditions warrant, give consideration to:

3.6.2.2.1. Arming aircrews.

3.6.2.2.2. Special passenger processing and inspection.

3.6.2.2.3. Carrying a mission security team (MST).

3.6.2.2.4. Canceling or rerouting mission.

3.6.2.3. Consider carrying an MST when ground time (six hours or more) exceeds the crew capability to secure the aircraft and, or interferes with crew rest.

3.6.2.4. Obtain an adequate briefing on all security/intel considerations prior to any deployment.

3.6.2.5. For display aircraft, the owning command OG/CC, and the aircraft commander determines the security procedures to use prior to the aircraft departing home station. They must:

3.6.2.5.1. Plan procedures and ensure that security requirements can be met.

3.6.2.5.2. Coordinate with home base security for help if requirements at the deployment location cannot be met by normal measures.

3.6.3. Pre-Mission Planning:

3.6.3.1. The aircraft commander briefs the MST on all pertinent mission information, including:

3.6.3.1.1. Mission requirements.

3.6.3.1.2. Location of armed crew members on the aircraft.

3.6.3.1.3. Timing and nature of intervention in response to a hijacking.

3.6.3.1.4. MST responsibilities at deployed locations.

3.6.3.1.5. Foreign Clearance Guide restrictions, including wear of uniform.

3.6.4. MST members are designated mission essential ground personnel (MEGP).

3.6.5. Planners notify the DOD representative at any foreign location if a security team is to be carried.

3.6.6. Deployment:

3.6.6.1. During aircraft display periods, an aircrew member or MST remains at the aircraft for information as well as security reasons.

3.6.6.2. If available, the TALCE commander and TALCE security police coordinator are responsible for aircraft security at deployed locations.

Chapter 4

MISSION IDENTIFIERS

4.1. General. Most missions require a 12 digit alpha-numeric mission identifier (MI) for tracking by command authorities through GDSS. There are basically three categories of mission identifiers, AFRC, MAJCOM, and Associate.

4.1.1. AFRC Generated Mission Identifiers. Units must submit an AFRC Form 33 for aircraft on the following type missions:

4.1.1.1. Land away from home station, except at local training bases for transition training when no RON is planned.

4.1.1.2. Carry passengers/cargo regardless of destination.

4.1.1.3. Participation in aerial events as defined in AFR 11-209.

4.1.1.4. Are in maintenance away from home station.

4.1.1.5. Deploy and redeploy as defined in AFRCR 45-15, *Annual Tours, Deployments, and Exercises* (AFRCI 10-201, *Air Force Reserve Exercises and Deployment Program*).

4.1.1.6. Are on special tasking or high interest missions.

4.1.1.7. All strategic airlift and tanker local training missions.

4.1.2. For AFRC units recalled/mobilized, AFRC MIs are not required.

4.1.3. AFRC MI Construction. Construct according to procedures outlined below. (See attachment 6)

4.1.3.1. Each identifier consists of twelve alpha-numeric characters.

4.1.3.1.1. The first three characters comprise the mission number prefix.

4.1.3.1.2. The fourth and fifth characters identify the unit flying the mission.

4.1.3.1.3. The sixth through ninth characters are sequence numbers assigned by HQ AFRC/DOOM (see attachment 7). Units submit an AFRC Form 33, **Aircraft Movement and Reporting**, at least seven (7) days prior to mission to HQ AFRC/DOOM for approval. The form depicts the full itinerary, user, training planned, added events (aerial events, airshows, DVs, etc.), and miscellaneous remarks to explain extenuating circumstances, such as, ground times exceeding 24 hours. AFRC Form 33 may be locally modified.

4.1.3.1.4. The tenth through twelfth characters are the Julian date of scheduled origination or departure date.

4.1.3.2. Missions with multiple objectives, such as two days of unit training followed by two days of JA/ATT or an exercise deployment followed by a cross-country trainer, must have an MI that is appropriate for each leg of the type of activity flown.

4.1.3.3. The MI is normally constructed by the unit. HQ AFRC/DOOM provides MI sequence number. (See attachments 8 and 9)

4.1.3.4. Emergency/Disaster/Garden Plot/Rescue and oil dispersal missions are assigned during non-duty hours at HQ AFRC by AFRC Command Center.

4.1.3.4.1. These requests are made directly to the AFRC Command Center duty controller by phone and fax. The duty controller coordinates the request with AFRC/DOOM, issues an AFRC MI sequence number and makes the appropriate input in GDSS (as required)

4.1.3.4.2. The unit submits the AFRC Form 33 through appropriate channels at their earliest convenience.

4.1.4. Once an AFRC mission is in progress, the AFRC/DO through the AFRC Command Center is the final authority on changes to the MI, including overflights and early return to home station. MIs are assigned and remain with the originally scheduled mission except for maintenance. If an aircraft has a maintenance problem away from home station and a new aircraft from the same unit is directed to take over the mission, complete the following steps:

4.1.4.1. The unit generates a new MI for the replacement aircraft, reflecting a positioning leg and the remainder of the scheduled itinerary.

4.1.4.2. The unit constructs a new MI for the broken aircraft for its return home.

4.1.5. Unit Responsibilities:

4.1.5.1. Ensure the MI is entered into the GDSS at least seven days prior to mission departure. Ensure changes are coordinated with AFRC/DOOX and NAF/DO.

4.1.5.2. Notify the AFRC Command Center and NAF whenever a (Distinguished Visitor) DV Code 6 (Brig Gen) or higher is transported as non-aircrew member on an AFRC aircraft. Provide name, rank, job title, and explanation of travel intentions.

4.1.5.3. Pass emergency messages or instructions to the AFRC Command Center for relay to aircraft operating away from home station.

4.2. MAJCOM Mission Identifiers:

4.2.1. Missions that have a complete 12 character MI assigned to them by a MAJCOM, including JA/ATT MIs created by this document, do not require an AFRC sequence number. Examples include actual or precautionary rescue, weather reconnaissance, AMC Tanker Task Force, Coronet Oak (in theater), SAAM, Channel, JA/ATT, AFRC-tasked missions, and participation in exercises where HQ AFRC has approved the governing OPOD directive.

4.2.2. AFRC Command Center is able to track these missions using normal GDSS procedures. Units enter the MI into GDSS NLT seven days prior to the departure date.

4.3. Associate Unit Mission Identifiers:

4.3.1. Associate units flying training missions, opportune airlift and AFRC allocated missions on Tactical Training and Ferry (TTF) or Operation and Maintenance (O&M) flying hours normally require an AFRC approval number prior to making an entry into GDSS. The AFRC approval number is issued in the same manner as an AFRC MI sequence number. Units must submit their itinerary and mission data to HQ AFRC/DOOM on the AFRC Form 33. Once issued, the approval number is entered into the remarks section of the GDSS.

4.3.2. Associate units flying in support of MAJCOM directed taskings on TTF, O&M or Defense Based Operating Fund-Transportation (DBOF-T) flying hours utilize the MAJCOM mission identifiers. In this case an AFRC MI sequence number is not required.

Chapter 5

REPORTING AND COMMUNICATIONS

5.1. Aircraft Movement and Reporting Instructions:

5.1.1. Mission Monitoring and Control. The AFRC Command Center monitors and controls all missions operating on an AFRC mission identifier (MI) within the CONUS. AFRC retains operational control (OPCON) of AFRC missions outside the CONUS. AMC/TACC flight follows AMC gained units and updates GDSS.

5.1.2. To ensure that appropriate command and control agencies are informed of mission schedules, changes, and accomplishments, each mission with an MI must be opened a minimum of one hour before the estimated time of departure from home station. Openings are accomplished through unit command posts when possible and through the AFRC Command Center during other times. During opening, aircraft commander provides the following information from the AFRC Form 33 to update GDSS (items as applicable):

5.1.2.1. Mission identifier (MI) number.

5.1.2.2. Appropriate five digit aircraft tail number. Last digit of year plus last four digits of full tail number. (Ex: T/N 5800000108 = 80108)

5.1.2.3. Call sign.

5.1.2.4. Aircraft commander's last name.

5.1.2.5. Last four digits of aircraft commander's SSN.

5.1.2.6. Unit information (wing and squadron).

5.1.2.7. Crew composition.

5.1.2.7.1. Number of female officers.

5.1.2.7.2. Number of male officers.

5.1.2.7.3. Number of female enlisted.

5.1.2.7.4. Number of male enlisted.

5.1.2.8. ICAO identifier and ETD from departure base.

5.1.2.9. Itinerary including RON.

5.1.3. The aircraft commander uses the following procedures for enroute reporting:

5.1.3.1. AFRC CONUS Mission. Advise unit command post and AFRC Command Center concerning any significant problem or delay at enroute locations.

5.1.3.2. Report arrival, departure, passenger, payload, refueling information, and other mission data such as allocation number, JA/ATT sequence number, etc, to unit command post during duty hours or, during non-duty hours, to the AFRC Command Center within one hour after the actual arrival time at the RON or termination point (items as applicable).

5.1.3.3. Prior to entering crew rest at enroute stops, the aircraft commander is responsible for ensuring a line of communication is established between him or herself and command and control

agencies. This requirement can be met by providing a point of contact (POC) phone number to the AFRC Command Center. When deployed to a location for the purpose of executing multiple sorties such as JA/ATTs, the aircraft commander must contact the AFRC Command Center prior to the first takeoff and after the last landing each day with a mission update. On a day when no flying is scheduled or when flying has been canceled, the aircraft commander must check in with the AFRC Command Center prior to entering crew rest for the next day's mission.

5.1.3.4. Report to the AFRC Command Center before departure from each RON point. Confirm the itinerary for all enroute stops through the next RON location.

5.1.3.5. Coordinate any itinerary changes with home unit and the AFRC Command Center prior to launch.

5.1.3.6. Report maintenance difficulties that delay the mission to the AFRC Command Center and home unit. This also includes missions operating at a designated training base without an MI. The following information is provided:

5.1.3.6.1. Nature of difficulty.

5.1.3.6.2. Parts required.

5.1.3.6.3. Estimated time in commission (ETIC).

5.1.3.6.4. Location and contact number for aircraft commander.

5.1.3.6.5. The intent of the aircrew to remain with the aircraft or return to home station.

5.1.3.6.6. Within one hour after return to home station, close the mission by telephone through the unit command post or HQ AFRC Command Center.

5.1.4. AMC missions or OCONUS overwater missions (except fighters).

5.1.4.1. After departure from home station, unit command posts load departure information into GDSS or pass the information to the HQ AFRC Command Center. If no unit personnel are available, the aircrew pass departure time to TACC or AFRC via high frequency (HF) phone patch.

5.1.4.2. Thirty minutes prior to any landing, relay the following data to the local AMC Command and Control Center (AMC/CCC): call sign, mission number, estimated time of arrival (ETA), maintenance status and additional service requirements.

5.1.4.3. Report arrival, departure, and changes to the local AMC/CCC. When transiting a station without an AMC/CCC, pass the movement information to the controlling AMC agency via Defense Switching Network (DSN) or HF phone patch. Use the following voice reporting format:

5.1.4.3.1. Mission identifier.

5.1.4.3.2. Type aircraft/tail number (last five digits).

5.1.4.3.3. Departure station/Actual Time of Departure (ATD), or arrival station/Actual Time of Arrival (ATA).

5.1.4.3.4. Destination/ETA.

5.1.4.3.5. Cargo/Pax.

5.1.4.3.6. Remarks: Include explanation of any mission deviations.

5.1.5. Coordinate any reroute, diversion, or ground time extension, other than for safety or emergency situations, through the controlling TACC agency.

5.1.6. Coordinate all enroute maintenance requirements with the controlling AMC agency. Request that AMC/CCC advise the aircraft commander when support requirements exceed AMC capability.

5.2. AFRC Exercise/Deployment Activity Reporting:

5.2.1. AFRC Form 147, **Master Exercise/Mission Activity Report**. AFRC Form 147 reports are required for all deployments which meet the criteria for DRB approval, or those submitted as DRB mandatory information items according to criteria in AFRCR 45-15 (AFRCI 10-201). The form is used to collect data for command and control, briefings, and historical purposes. It provides a standard reporting format to minimize confusion and allow for the rapid transfer of information to the AFRC Command Center. The mission commander/detachment commander is responsible for ensuring required AFRC Form 147 series data is reported.

5.2.1.1. Initial (Predeployment) AFRC Form 147 Reporting. Initial AFRC Form 147 data is reported to the AFRC/DOOX at least 2 weeks prior to deployment. Initial reports contain at a minimum:

5.2.1.1.1. Deployment or exercise name.

5.2.1.1.2. Unit participating.

5.2.1.1.3. Number and type of aircraft.

5.2.1.1.4. Deployment location.

5.2.1.1.5. Inclusive dates.

5.2.1.1.6. Mission commander and phone number.

5.2.1.1.7. Number of officers and enlisted expected to deploy.

5.2.1.1.8. Deployment objective.

5.2.1.1.9. The type of reporting media used during the deployment is determined between mission commander and AFRC Command Center. (**EXAMPLE:** AUTODIN, fax, telephone, etc.). The mission commander may elect to report via support agency's situation reports (SITREPs). If this option is used, it is mandatory that the required AFRC Form 147 data be included as a separate entry.

5.2.1.2. Upon arrival at the deployment location, the mission commander calls the AFRC Command Center with POC phone numbers and any master AFRC Form 147 data that has changed since the initial predeployment report. The mission commander must ensure that the appropriate AFRC Form 147 daily activity report is submitted to the AFRC Command Center. If "missions flown" is less than "missions scheduled," reasons for the canceled flight (ground abort, airspace not available, etc.) are also included in the remarks section. The daily report is sent in a timely manner after the conclusion of each day's flying activity. Scheduled no-fly days may be reported on the previous day's report. (**EXAMPLE:** 22 Feb report could contain a remark stating no flying scheduled on 23 and 24 Feb)

5.2.1.3. Redeployment Reporting. Within one week after redeployment, the mission commander contacts the AFRC Command Center and provides the following information:

5.2.1.3.1. Total deployment hours.

5.2.1.3.2. Total employment hours.

5.2.1.3.3. Total redeployment hours.

5.2.2. AFRC Form 147 series. Collects exercise data to include exercise name, unit reporting, type of aircraft, inclusive dates, deployed locations, number of aircraft, number of personnel (officers/enlisted), flying hours, mission commander/contact information, and any problem areas or significant items. The Form 147 is further sub-divided by the following mission areas:

5.2.2.1. AFRC Form 147, **Master Exercise/Mission Activity Report**.

5.2.2.2. AFRC Form 147a, **Fighter/Bomber Exercise Activity Report**.

5.2.2.3. AFRC Form 147b, **Airlift Exercise/Joint Airborne Activity Report**.

5.2.2.4. AFRC Form 147c, **Tanker Exercise Activity Report**.

5.2.2.5. AFRC Form 147d, **Spray Mission Activity Report**.

5.2.2.6. AFRC Form 147e, **MAFFS Mission Activity Report**.

5.2.2.7. AFRC Form 147f, **Rescue Mission Activity Report**.

5.3. Reporting Base Closures or Restrictions. Unit commanders at AFRC bases comply with AFI 13-213, *Airfield Management and Base Operations*. Tenant unit OG/CCs report when runway or ramp closures are imposed by the host base, including severe weather and security related restrictions, to the NAF/DO and HQ AFRC/DOC.

5.4. AFRC Form 55, Aerial Spray Flight Report:

5.4.1. The unit submits a mission report using AFRC Form 55, **Aerial Spray Flight Report**, to HQ AFRC/DOTM/DOOM/DOC within five workdays after completing each actual aerial spray mission.

5.4.2. Submit a summary of each fiscal year's aerial spray activities not later than 1 November each year. This report should contain accomplishments for the year as well as significant changes, problem areas, unusual events, etc.

5.5. Disaster Relief Reporting. All units providing support for disaster relief operations under the policies established by AFI 32-4001, *Disaster Preparedness Planning and Operations*, chapter 4, submit TEMPEST RAPID reports according to AFI 10-206, *U.S. Air Force Reporting Instructions*. Reporting must be accomplished in all cases.

5.6. Telephone Communications. The following AFRC Command Center telephone numbers are provided for reporting purposes:

5.6.1. Primary - DSN 497-0680.

5.6.2. Secondary - 1-800-223-1784 at the recording push "*8." Push ext. 7-0680#.

5.6.3. Telefax - DSN 497-0200 (Unclass); 497-1201 (Class).

5.6.4. STU III - DSN 497-1201.

5.6.5. Commercial Collect Calls. Calling collect to the AFRC Command Center is authorized only as a last resort. For collect calls use (912)327-0680.

5.7. Alternate Reporting Channels. UHF Radio. The AFRC Command Center monitors UHF frequency 252.1 (call sign "GUN RUNNER").

DAVID S. SIBLEY, Brig Gen, USAFR
Assistant Vice Commander

Attachment 1

CONTINGENCY OPERATION PROCESS

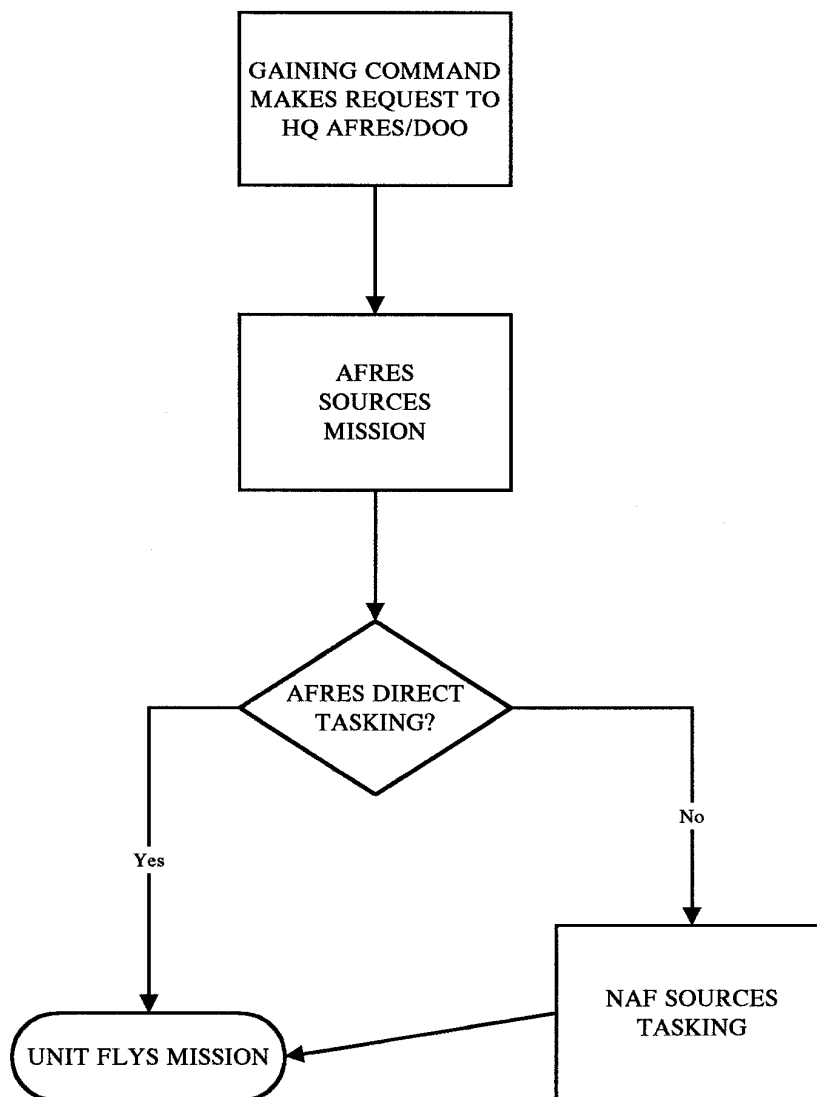
A1.1. Contingencies are defined by JCS

A1.2. The gaining commands make their request for aircraft and air crew support in writing to AFRC/DOO. AFRC negotiates specific requirements and funding with the gaining command.

A1.3. AFRC sources airlift requests. AFRC/DOO determines most expeditious means of sourcing - either directly to unit, or through NAF/DO staffs.

A1.3.1. If sourced through NAF, NAF back-briefs AFRC/DOO.

A1.3.2. If sourced by AFRC/DOO, DOR back-briefs NAF/DO.



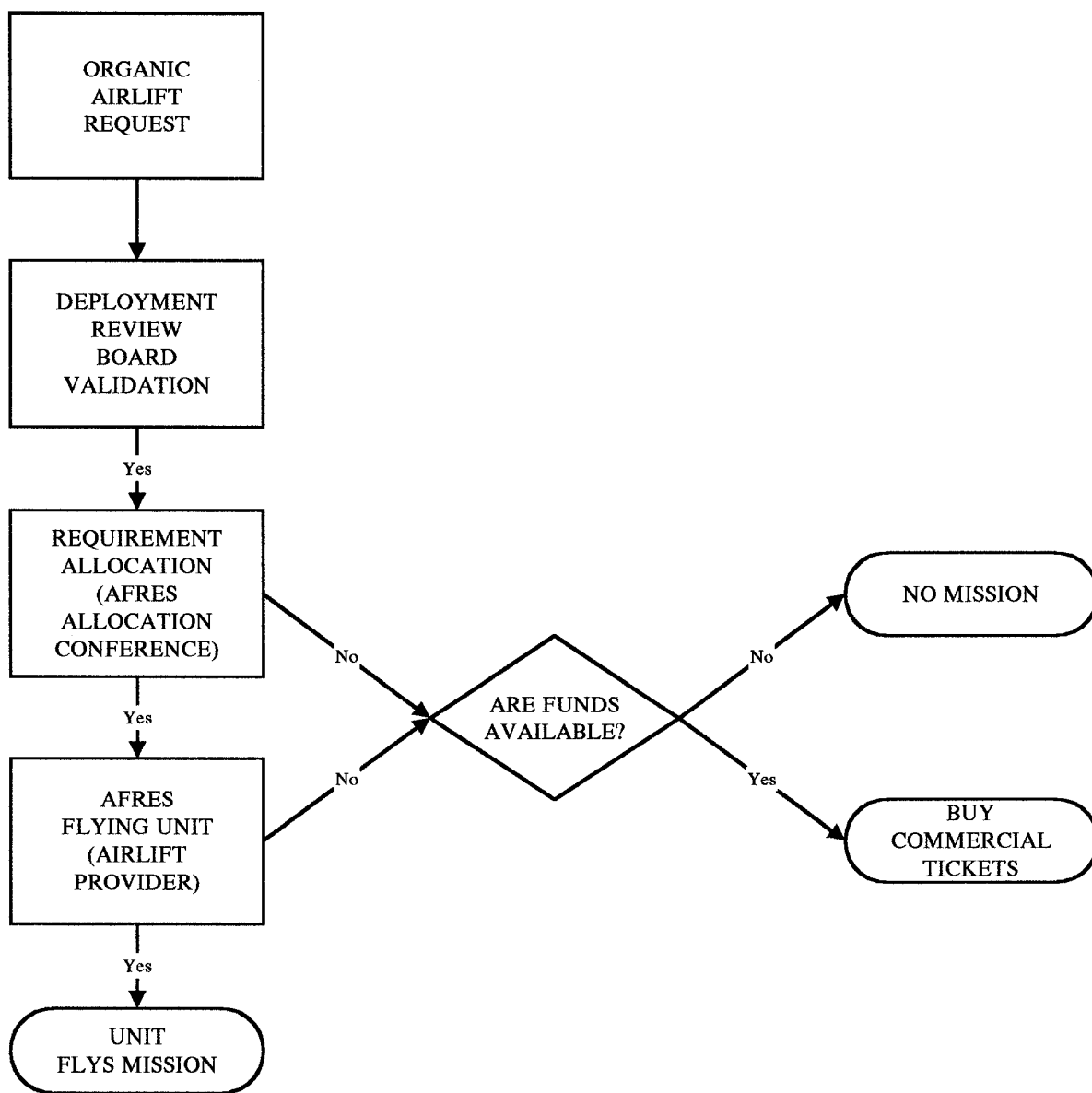
Attachment 2

ORGANIC AIRLIFT PROCESS

A2.1. AFRC organic user provides appropriate AFRC OPR with airlift request for validation at DRB. DRB is managed by AFRC/DOOX.

A2.2. AFRC/DOOM sponsors the quarterly Allocation Conference for the distribution of organic deployments.

A2.3. AFRC flying units volunteer to support organic requirements.



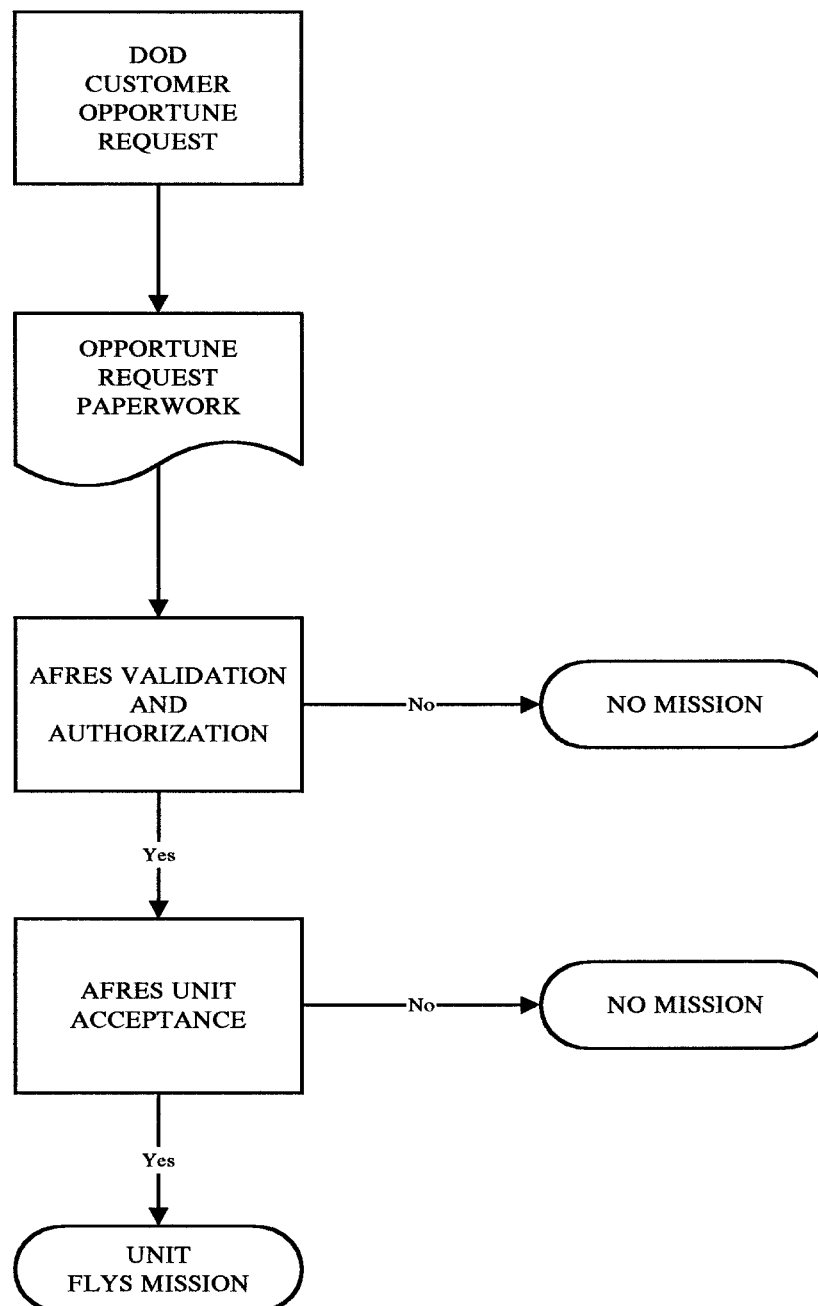
Attachment 3

OPPORTUNE AIRLIFT REQUEST PROCESS FOR DOD CUSTOMERS

A3.1. Customer provides AFRC/DOOM with opportune airlift request paperwork.

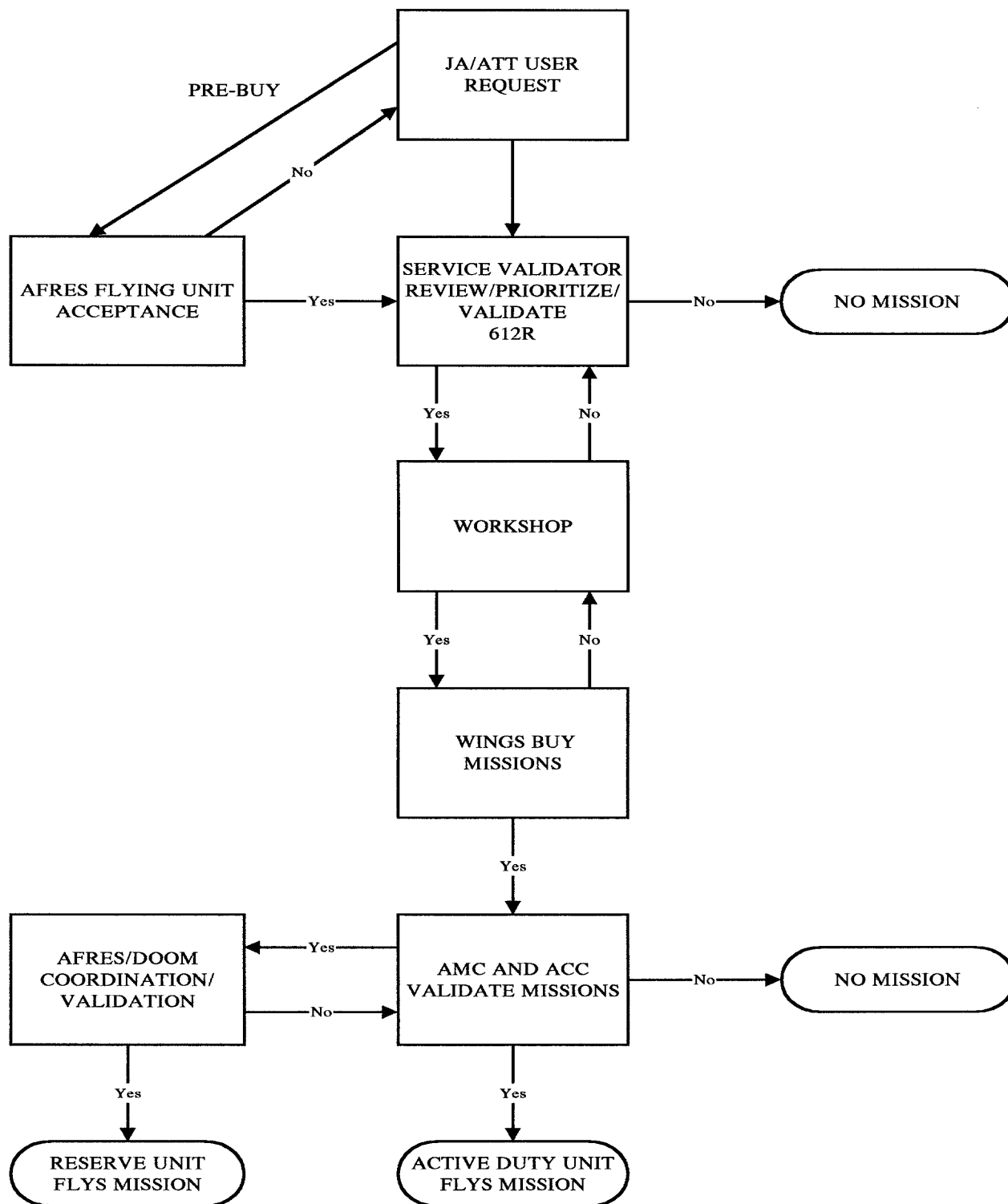
A3.2. AFRC/DOOM validates and provides an authorization number to the customer.

A3.3. AFRC/DOOM offers the mission to AFRC flying units.



Attachment 4

JA/ATT PROCESS



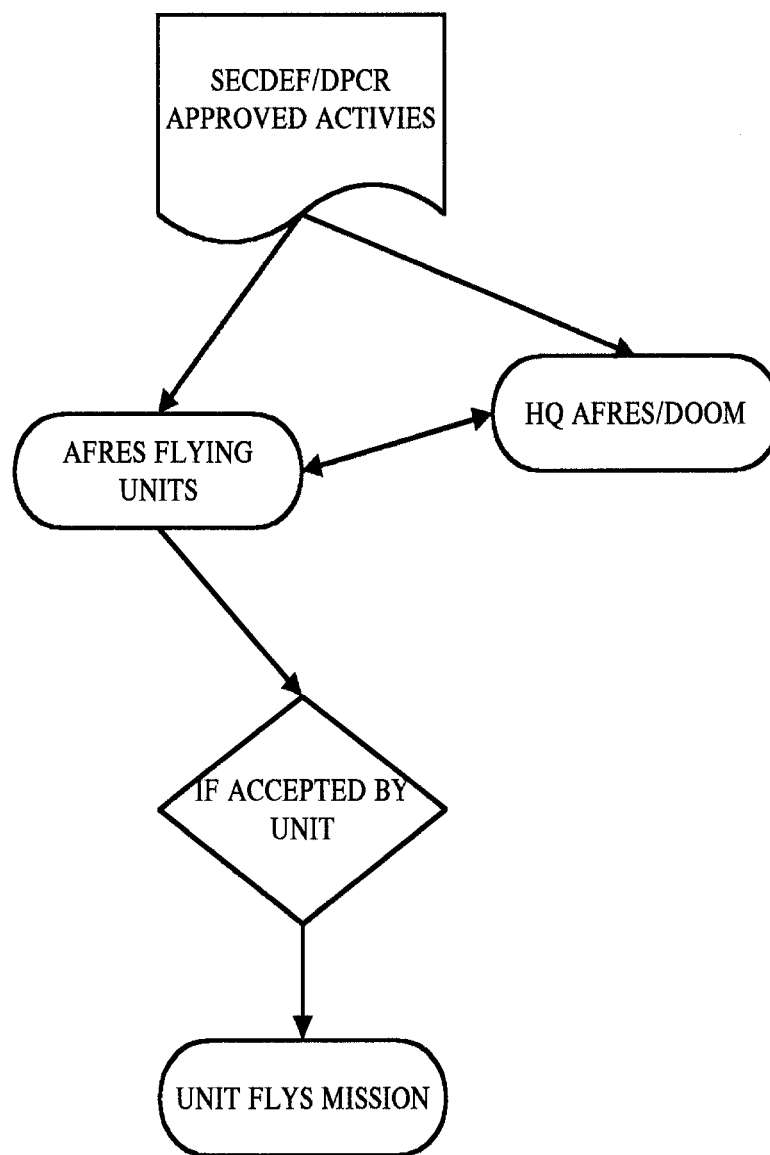
Attachment 5

AFRC FLY-BY/AIR SHOW PROCESS

A5.1. SECDEF/DPCR transmits a message of approved air shows to all AFRC flying units and AFRC/DOOM.

A5.2. Flying units review air show listing and contact AFRC/DOOM for approval authorization to participate in particular events.

A5.3. AFRC reviews the request and assigns an approval number. Fighter aircraft will not do aerial demonstrations.



Attachment 6**AFRC MISSION IDENTIFIER PROCESS**

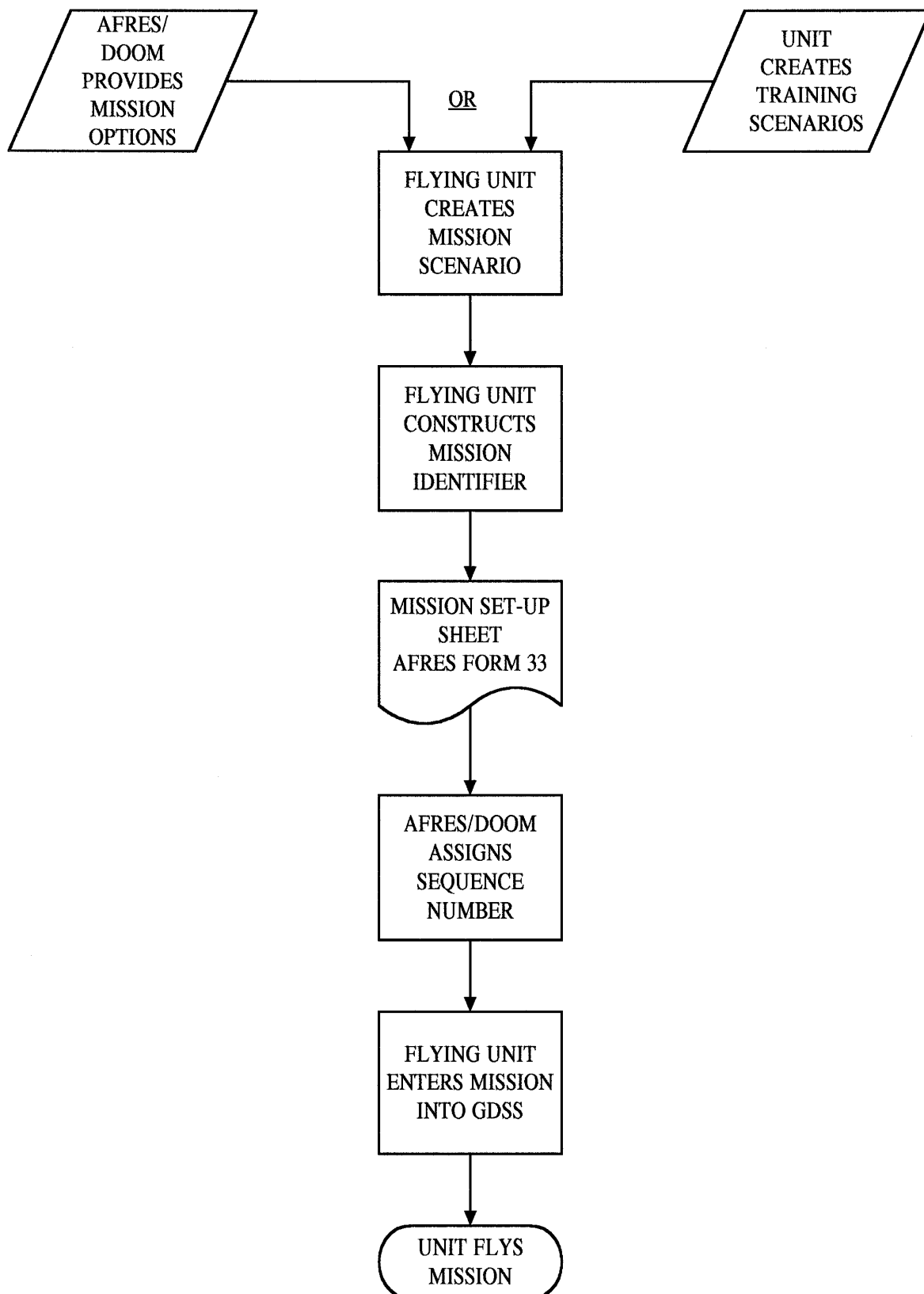
A6.1. Flying unit plans missions. AFRC/DOOM is the primary source for missions. DOOM brokers AMC DBOF-T missions, AFRC Allocated missions, Humanitarian missions, JA/ATT, contingencies, opportune and air shows. AFRC/DOOX provides long range sourcing for exercises, contingencies and deployments. Units may also build trainers based on their special requirements.

A6.2. Once the mission itinerary has been established, the unit forwards the information to AFRC/DOOM. DOOM reviews the missions for legality and validity. Suggestions for improvements and changes are returned to the unit for consideration.

A6.3. After careful consideration by AFRC/DOOM, a sequence number for the mission is issued. Responsibility for the mission lies with the unit. High visibility/sensitive missions are reviewed by AFRC/DO. AFRC/DOOM determines which missions are up channeled to AFRC/DO.

A6.4. All units have GDSS or C2IPS. This allows them the ability to enter their own completed mission identifiers into the system. Those units without this capability are assisted by AFRC/DOOM. After duty hours changes are entered by the AFRC Command Center.

A6.5. The AFRC Command Center provides 24 hour flight following and command and control functions for AFRC units.



Attachment 7

AFRC MISSION IDENTIFIER SEQUENCE NUMBERS

A001-A999	C-130
B001-B999	WC-130
C001-C999	E-3
D001-D999	A-10
E001-E999	F-16
F001-F999	B-52
G001-G999	MC-130
H001-H999	HC-130
J001-J999	H-60
K001-K999	C-141
M001-M999	C-5
N001-N999	C-17
R001-R999	C-9
P001-P999	KC-135
Q001-Q999	KC-10
S001-S999	Emergency MI Seq #

Attachment 8

AFRC UNIQUE MISSION IDENTIFIERS (NON-AFSOC)

NON-JA/ATT			
XXX (Note) (1-3)	UNIT (4-5)	NAF SEQUENCE # (6-9)	JULIAN DATE (10-12)

Note: See table below for details on first three characters.

JA/ATT			
QMG (1-3)	USER ID/ OPORD 1776 SEQ # (4-8)	SORTIE NUMBER (9)	JULIAN DATE (10-12)

AFRC UNIQUE MISSION IDENTIFIERS (NON-AFSOC)			
Type Mission(Non-AFSOC)	MI Structure	Type Mission	Activity Code (See note)
ACTUAL SAR	RXS	SUPPORT	RESCUE
BIKF STRIP ALERT ROTATION	RGN	SUPPORT	
CORONET OAK ROTATION	QGN	SUPPORT	
COUNTER DRUG	QNN (Non-Rescue) RNN (Rescue)	SUPPORT	
FERRY FLIGHT	QDN	TRAINING	
FIGHTER EXERCISE	VE5	EXERCISE	EXER
FIGHTER X-COUNTRY	VT5	TRAINING	
HURRICANE EVACUATION	QHN (Note 2) RHN	TRAINING TRAINING	
JA/AAT	QMG	JA/AATT	
KC135 scheduled to Refuel (Non-Exercise)	QPH	Support/Refuel	TANKER
MAFFS	QTN	SUPPORT	MAFFS
NASA SUPPORT	RDN	NASASPT	
ORE	QEV QPV (Tanker)	SUPPORT Support/Refuel	TANKER
ORIENTATION FLIGHTS	QIN	SUPPORT	

PUBLIC AFFAIRS	QIN (Non-Rescue) RIN (Rescue)	SUPPORT	
SPRAY	QZN	SUPPORT	SPRAY
STORM TRACKING	WEN (TRAINING) WHN (ACTUAL)	SUPPORT	
TRAINING	QEN	TRAINING	
TRAINING SAR	REN	TRAINING	

NOTES: A blank entry denotes nothing entered in this field.

Includes WC-130s not participating in Storm Tracking

Attachment 9

AFRC UNIQUE MISSION IDENTIFIERS (AFSOC)

XXX(1-3) (Note)	AFSOC TABLE 4-7)	MDS (8)	SEQUENCE # (A-Z)(9)	JULIAN DATE (10-12)
--------------------	------------------	---------	---------------------	---------------------

Note: See table below for details on first three characters

JA/ATT			
YMG (1-3)	USER ID/ OPORD 1776 SEQ # (4-8)	SORTIE NUMBER (9)	JULIAN DATE (10-12)

AFRC UNIQUE MISSION IDENTIFIERS (AFSOC)			
Type Mission	MI Structure	Type Mission	Activity Code (See Note)
COUNTER DRUG	YNO	SUPPORT	
FERRY FLIGHT	YSM	TRAINING	
HURRICANE EVAC- UATION	YWP	SUPPORT	
PUBLIC AFFAIRS	YIO	SUPPORT	
REFUEL	YQP	SUPPORT	
TRAINING	YEB	TRAINING	

Note: A blank entry denotes nothing entered in this field.